

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.210 03/01/04

PROGRAM EVALUATION

1. PURPOSE

To provide guidelines for conducting WS program evaluations.

2. REPLACEMENT HIGHLIGHTS

This directive revises WS Directive 4.210 dated 3/26/93.

3. BACKGROUND

WS conducts periodic program evaluations to identify and evaluate management controls at all levels of the WS program, test the adequacy of those controls, hold managers accountable, and recommend improvements as needed.

4. POLICY

Program evaluations or management control reviews will be undertaken on a regularly scheduled basis (as determined by Regional Directors) at the State, district, and WS Specialist levels. These evaluations will assure that:

- a. Resources are managed efficiently and effectively.
- b. Applicable laws, regulations, policies, and directives are followed.
- c. Program, statistical, financial, and other records and reports are reliable.
- d. Transactions are executed in accordance with authorization.
- e. Equipment, supplies, funds, personnel, and other resources are safeguarded from unauthorized use or disposition.
- f. Safety and health guidelines are being implemented and reinforced.
- g. Hazardous materials inventories at the State, district, and WS specialist levels are accurate and complete.

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